**CPD Record**

**4 steps to CPD**

**Name: CQI | IRCA Membership Number: From:** 00/00/201X **to:** 00/00/201X

This record has two parts, your CPD plan and your CPD activity log. Start by identifying your CPD objectives in your **plan**. Record and reflect on your activities to achieve your objectives in your log. At the end of your CPD record period reflect on how you have got on with achieving your objectives and draft a plan for the next period.

Further guidance can be found on our website at [www.quality.org/irca-cpd](https://www.quality.org/article/cpd-guidance-irca-auditors)

Identify your learning and development objectives every 12 months. Think about what areas you need to develop, or keep up-to-date, both in terms of knowledge and skills. Your plan is a living document so you should update it at any time during the 5 year recertification cycle.

To identify your development objectives you should consider the following:

* Changes in standards, regulations and legislation, industry, your profession
* Your job role and objectives
* Your strengths and weakness
* Any feedback you have received from colleagues, employer and clients
* Organisation and client plans and requirements
* [Quality Competency Framework](https://www.quality.org/knowledge/cqi-competency-framework)

**CPD Record**

**PLAN** (1)

Complete the table below, once you have identified your objectives.

|  |
| --- |
| **Learning and development objective (Plan)** |
|  |
|  |

**CPD Record**

**DO, CHECK and ACT** (2, 3 & 4)

**Throughout the year record all activities relevant to your CPD objectives.**

1. In the Do field: Record the activities that have you done to achieve your CPD objectives
2. In the CHECK field: Record what you have learned and which objective it relates to.
3. In the ACT Field: Record how you have applied what you learned/ how you will use it in the future

You can record any professional activity that has helped your objectives. You should consider devoting 10-15 hours of activity to your professional development each year. Add as many rows as you need.

Activity log

| **Date** | **What have you done (Do)** | **What did you learn (Check)**  | **How have you applied it (Act)**  |
| --- | --- | --- | --- |
| DD/MM/YY |  |  |  |

**CPD Record**

**PLAN** (1) for the next recertification cycle

**From:** 00/00/201X **to:** 00/00/201X

After reflecting on your CPD achievements as detailed above, identify your learning and development objectives for a minimum of 12 months.

|  |
| --- |
| **Learning and development objective (Plan)** |
|  |
|  |

* I declare that the information in this document reflects accurately the CPD conducted.

**Signature Date**